



Civilian Personnel Records at the National Archives at St. Louis: Official Personnel Folders and Service Record Cards

The National Archives at St. Louis maintains the personnel records of former civil servants, enrollees of the Civilian Conservation Corps (CCC), and employees of the Works Progress Administration (WPA).

Although the majority of Official Personnel Folders (OPFs) and Service Record Cards (SRCs) date back to the early 1900s, a few records date back to the mid-19th century. The civilian personnel records that are open to the public include those related to the service of individuals who separated from Federal service prior to April 1951.

Requesting Civilian Personnel Records

Requests should include as much of the following information as possible:

- Full name used during Federal employment (including any alternative spellings/names)
- Social Security Number
- Date of Birth
- Name(s) of Federal employing agency(s)
- Approximate dates of Federal employment (especially the date of separation)

You may send requests for archival civilian records by fax to 314-801-9187 or by mail to

National Archives & Records Administration
National Archives at Saint Louis
P.O. Box 38757
St. Louis, MO 63138

Photocopies of archival personnel records will be provided for a fee.

For additional questions about the National Archives at St. Louis' civilian personnel records please visit: <http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/#written-requests>.

You may send requests for non-archival civilian records by mail to

National Personnel Records Center, Annex
1411 Boulder Boulevard
Valmeyer, IL 62295